

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1801

TITLE: BUSINESS ANALYST I

GRADE: S-22

DEFINITION:

Under general supervision, provides mainframe and PC systems support for a user agency by preparing corrections and modifications to data processing system interfaces and distributing custom and routine reports; maintains tables and participates in acceptance testing; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is entry level business analyst work. It is distinguished from the Business Analyst II by the performance of less complex tasks related to the review and modification of administrative processes and procedures for automation purposes. The Business Analyst II reviews and analyzes an organization's IT needs and recommends enhancements/process changes related to their business operations.

ILLUSTRATIVE DUTIES:

Provides support in administering a complex automated systems;
Ensures information and reports produced by the system are accurate and valid;
Performs data integrity checks;
Notifies technical staff of any problems or errors;
Integrates data from various sources into the system;
Monitors system activity and reports problems;
Tests and analyzes all new interfaces into the system and reports problems;
Creates and distributes reports;
Assists agencies in correcting errors;
Provides assistance and training to system users;
Assists in analyzing, developing, implementing, and maintaining applications to meet the needs of users;
Assists with product evaluations and product implementation;
Assists in the development and dissemination of information alerting staff to new IT-related administrative procedures or services;
Assists in identifying business needs and business process improvement;
Participates in planning for future IT solutions;
Attends training workshops, product demonstrations, conferences, and technical briefings;
Stays abreast of technology changes;
Provides assistance to other staff as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of business operations, processes, and procedures;
Some knowledge of the capabilities of information technology software, hardware, and network communication technology;

Some knowledge of the capabilities of various computer platforms functioning in centralized, distributed, client server, and stand-alone environments;

Some knowledge of effective processes, methods, and techniques to analyze and evaluate business operations;

Ability to analyze and evaluate administrative processes and procedures for automation purposes;

Ability to conduct research into new information technology;

Ability to train employees in the use of hardware and software;

Ability to prepare user manuals;

Ability to translate technical terminology into terms understandable to management and employees;

Ability to establish and maintain effective business relationships.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Possession of a bachelor's degree in a field related to the agency where IT services are being used. Experience should include six months in analysis of business operations related to the use of automated technology.

CERTIFICATES AND LICENSES REQUIRED:

None.

ESTABLISHED: May 24, 1999